

**COLUMBIA COUNTY MONUMENT & PUBLIC ART COMMITTEE
FOR THE PUBLIC LIBRARY MEMORIAL GARDEN
APPLICATION GUIDELINES
MEMORIALS, MONUMENTS, SCULPTURES, AND WORKS OF ART**

MISSION STATEMENT:

Columbia County ("County") has decided to open the garden area of the new public library for the limited display of approved memorials, monuments, sculptures, and other works of art (collectively "works of art"). The County opens this garden area for the limited purpose of displaying a limited number of works of art that reflect on the unique history and culture of the County. The works of art, located in the garden area of the library, will be viewed by the public, including children of all ages. This Committee serves to formulate guidelines, policies and procedures concerning the display of said art; evaluate proposals concerning the placement of said art; and make recommendations to the Board of Commissioners concerning the placement of said art in the garden area of the new County library and performing arts center.

GENERAL:

The process of application and review for the placement of works of art in the garden area of the library involves two steps. The purpose behind this process is to identify works of art suitable for placement in the library garden to be seen by the public of all ages. This process also helps to identify works of art that reflect on the unique history and culture of the County with dignity. No work of art may be placed in the garden area of the library without the County's approval. Therefore, an applicant should not proceed with commissioning or acquiring a work of art for placement in the garden without completing the approval process.

STEP I

Thematic Review:

The application shall describe the theme and subject of the proposed work of art. The application shall also describe the relationship of the sponsor organization to the project as well as the general project format and scope. The Committee will review the appropriateness of the theme and subject of the proposal using the criteria outlined in the Criteria for Commemorative Monuments, Sculptures, Objects, and Works of Art for the Columbia County Public Library Garden attached hereto.

Format, Budget, & Design:

The application shall describe the format (e.g. type of sculpture or monument, type of materials to be used, etc.), proposed budget and method of funding, and the general design of the proposed work of art (including the proposed location within the library garden). The Committee will review the application using the Criteria for Commemorative Monuments, Sculptures, Objects, and Works of Art for the Columbia County Public Library attached hereto.

Once an application has been reviewed, and based on the prescribed criteria, the Committee will make a recommendation, to the Board of Commissioners. The Committee may work with the sponsor to alter the proposed work of art in order to bring it into compliance with the criteria outlined in the Criteria for Commemorative Monuments, Sculptures, Objects, and Works of Art for the Columbia County Public Library. The Committee's recommendation will be made within 60 days from the date the application is determined to be complete by the County's Director of Community and Leisure Services. If approved by the Board of Commissioners, a designated location within the library garden will be reserved for a specified period of time, not to exceed 12 months, while the applicant raises funds for the project. Because the garden is limited in size, the number of monuments allowed will be necessarily limited and will be determined on a first come first serve basis. The intent is that the garden will be an aesthetically pleasing and peaceful area. Thus, the ultimate number of works of art allowed will be dependent upon the size and scale of proposed monuments.

STEP II

Final Design Review:

Prior to the erection of the work of art, the applicant shall submit a set of shop fabrication drawings and maintenance instructions to the Columbia County Director of Community & Leisure Services. These drawings and maintenance instructions shall be in conformity with the application previously approved.

Project Funding:

A work of art that has not been secured by adequate funding will not receive final approval. The County will not be responsible for the funding of any works of art under this program. A work of art that is subject to any liens or encumbrances will not receive final approval and shall not be installed in the library garden.

Maintenance Escrow:

Prior to the erection of the work of art, the applicant must provide the appropriate amount of funding to the County to be held in escrow for the maintenance of the work of art. The sponsor will be required to provide an amount equal to at least 15% of the cost of the work of art, and in no case less than \$10,000. The Columbia County Community & Leisure Services Division will be responsible for the general maintenance of works of art erected in the library garden. However, Columbia County shall not be required to repair or refurbish works of art that are damaged by natural disasters, acts of God, or vandals.

Final Approval:

Once the Committee determines that all the above steps have been completed, the Committee will recommend the Board of Commissioners approve the placement of the work of art in the public library garden. If the Board determines that all of the prerequisites set forth have been met, the Board will approve the work of art for placement in the public library garden.

Dedication:

Upon erection of the work of art, the sponsor shall dedicate the gift to the County.

**CRITERIA FOR COMMEMORATIVE MONUMENTS, SCULPTURES,
OBJECTS, AND WORKS OF ART FOR THE COLUMBIA COUNTY
PUBLIC LIBRARY GARDEN**

1. To be considered by the Columbia County Monument and Public Art Committee for the Library Memorial Garden (the “Committee”), commemorative monuments, sculptures, objects, and works of art (“works of art”) should be erected to honor persons or events of local, state, or national significance that have direct ties to the local community. Because passage of time provides the most accurate historical perspective for the significance of a particular person’s ideas services and accomplishments, persons to be memorialized should have been dead for a sufficient length of time – generally 25 years. Applicants are required to address the following issues concerning their proposed work of art:

a. How does the subject matter of the work of art relate to Columbia County?

b. Describe the significance of the theme or subject matter.

c. Describe why the theme or subject matter of the work of art warrants public display.

d. Has the theme or subject matter been portrayed in any other manner in a public space within the region?

e. Does the theme or subject matter reflect a connection to the community as a whole or only to a distinct segment of the community?

2. Works of art should enhance the setting in which they are placed. This means the design and materials should be architecturally appropriate.

3. Review Criteria – The Committee will judge the suitability of proposed works of art by considering the dignity of the theme, evidence of funding capability, the appropriateness of the location, and the scale and format of the work of art in the context of nearby objects and landscaping. Specifically, the Committee will evaluate the following criteria.

a. Theme: Does the proposed work of art have a substantial artistic and cultural significance to Columbia County?

b. Location: Is the public library garden an appropriate location for the theme of the proposed work of art?
Is the theme educationally appropriate to be viewed by all members of the public including school children? Is the proposed locale, within the library garden, appropriate for the size and scale of the work of art?

c. Format: Is the scale of the proposed format appropriate for the Public Library garden? Are the proposed building materials architecturally sound?

d. Design: Does the design of the proposed work of art enhance the aesthetics of the Public Library garden?
Does the design of the proposed work of art create any safety or liability concerns?

e. Budget: Is the budget realistic in its estimates? Has the funding plan been thoughtfully structured to not only build the proposed work of art but also to care for it in perpetuity? Can the sponsor demonstrate a capability to raise the necessary funds and establish a maintenance escrow? Has the sponsor coordinated with the Director of Community and Leisure Services regarding the necessary maintenance and the cost of that maintenance?

**COLUMBIA COUNTY APPLICATION FOR PLACEMENT
OF MEMORIAL, MONUMENT, SCULPTURE, OR OTHER WORK OF
ART IN THE COLUMBIA COUNTY PUBLIC LIBRARY GARDEN**

STEP I

SPONSOR:

Name of individual(s) or group(s) sponsoring application: _____

Contact Person: _____

Address: _____

Phone Number: _____ email: _____

AREA OF SIGNIFICANCE:

a. Theme or Subject matter of proposed work of art: _____

b. Please attach a statement to this application which describes the local significance of the theme or subject matter of the proposed work of art. Included within this statement, please address: how the subject matter of the work of art relates to Columbia County; the significance of the theme or subject matter; the historical facts surrounding the proposed theme or subject matter; the reasons the theme or subject matter warrants public display; whether or not the theme or subject matter has been portrayed in any other manner in a public space within the region; and the way in which the theme or subject matter reflects a connection to the community as a whole.

FORMAT:

- a. Please attach a statement describing the format, size, and materials of the proposed work of art. Plans should describe the artistic design of the memorial, the lighting and landscaping plan, and the location and wording of any inscriptions.
- b. Please attach any and all preliminary drawings, sketches and visual design concepts to this application.
- c. Please provide the name, address, and curriculum vitae of the artist and/or architect who will be designing the work of art.
- d. Attach a statement describing how the format of the proposed work of art will enhance the public library garden. Include photos of the location within the library garden at which the applicant proposes the work of art be displayed and discuss the relationship of the theme to the proposed location.

BUDGET AND FUNDING PLAN:

- a. Please attach a statement detailing the breakdown of the budget and the plan for raising the funds to cover the budget. Budget items should include design or acquisition cost; fabrication fees; site work; landscaping; lighting; and escrow for maintenance. The Director of Columbia County Community & Leisure Services should be consulted regarding the necessary maintenance escrow at (706) 868-3484.
- b. Included within this statement, please address the timeframe in which funding is expected to be secured

and describe the sponsor's capability to raise the appropriate funds

STEP II

If a proposed work of art is preliminarily approved by the Columbia County Board of Commissioners, the following steps must be taken before final approval will be granted:

FINAL DESIGN REVIEW:

Prior to the erection of the work of art, the applicant shall submit a set of shop fabrication drawings and maintenance instructions to the Columbia County Director of Community & Leisure Services. These drawings and maintenance instructions shall be in conformity with the application previously approved.

PROJECT FUNDING:

A work of art that has not been secured by adequate funding will not receive final approval. The County will not be responsible for the funding of any works of art under this program. A work of art that is subject to any liens or encumbrances will not receive final approval and shall not be installed in the library garden.

MAINTENANCE ESCROW:

Prior to the erection of the work of art, the applicant must provide to the County the appropriate amount of funding equal to at least 15% of the cost of the work of art, and in no case less than \$10,000, for the maintenance of the work of art. The Columbia County Community & Leisure Services Division will be responsible for the general maintenance of works of art erected in the library garden. Columbia County shall not be responsible for vandalism, natural disasters or acts of God that may damage works of art.

Return to:
Columbia County Monument & Public Art Committee
Community & Leisure Services
630 Ronald Reagan Drive, Evans, GA 30809
(706) 868-3484